

To: Members of the Recommendation Committee
From: Linda NicholSEN 575-0343
Date: August 15, 2005
Re: Vacancy on the Board of Governor's of the Leon County Research and Development Authority

Effective September 30, 2005 the term of office for Sylvia Jordan will expire leaving a vacancy on the Board. Ms. Jordan informed me today that she told Commissioner Thael she would not seek reappointment.

I have contacted the agenda coordinator for the county and asked that they have the item on the county agenda at the meeting of September 20th. I am proposing the following schedule for the committee.

1. Committee members submit names and resumes for consideration by August 24th.
2. Resumes will be forwarded to all members and interviews scheduled for the week of August 29th
3. Interviews will be held and ranked by the committee. Top ranked individual name will be forward to the county for consideration by September 6th.

The new appointee should be willing to serve a four-year appointment from October 2005 through September 2009. Candidates must live in or have their primary business in Leon County. They will be representing the interests of the citizens of Leon County.

The Authority currently meets monthly on the third Tuesday of each month at 8:30 AM at Innovation Park. The meetings are approximately two hours long. Members from the private sector are sought who would also be willing to use their special talents to further the mission of the Authority.

I will be contacting you to establish dates and times for the interviews. In the meantime if you would like to nominate a replacement for Ms. Jordan, please forward their name and bio/resume to me for distribution to the other members. A list of current members of the Authority is included for your review.

Enclosures
Member list - Board of Governors
Procedures for membership committee

Leon County Research and Development Authority

Recommendations to the Board of County Commissioners for Membership

Overview and Procedures

The Leon County Research and Development Authority was established in 1980 under state legislation "for the purpose of development, operation, management, and financing of a research and development park." The Authority was chartered by the county and is affiliated with Florida A & M University and Florida State University.

The Authority has nine members. Five members are designated by county resolution to include:

1. The President of Florida State University or its designee
2. The President of Florida A and M University or its designee
3. The Mayor of the City of Tallahassee
4. The President of Tallahassee Community College
5. The Chairman of the Leon County Board of County Commissioners or its designee

In addition, the Board of County Commissioners appoints four other individuals from Leon County. According to County Ordinance 00-29, the membership may include at least one tenant of Innovation Park, and may include representatives of the private business sector from the following disciplines: Banking/Finance, Land Development/Real Estate, Marketing, and Land Use/Environmental Research.

The ordinance also specifies that The Tallahassee Chamber of Commerce/Economic Development Council of Tallahassee-Leon County, Inc., and the City of Tallahassee Economic Development Office will recommend names to the Board of County Commissioners for the representatives from the private business sector.

By request of the Tallahassee Chamber of Commerce /, and the City of Tallahassee Economic Development Office, The Capital City Chamber of Commerce, Inc., will also be included in the recommendation process. The three individuals representing the above organizations will serve as a Recommendation Committee.

The current members of the Recommendation Committee are:

Sue Dick, 224-8116 - Economic Development Council of Tallahassee-Leon County, Inc.
Michael Parker, 891-8886 - City of Tallahassee Economic Development Office
Terence Hinson, 224-4775 - Capital City Chamber of Commerce, Inc.

When a vacancy from the private sector becomes available the executive director of the Authority will coordinate the process for the Recommendation Committee and the Board of County Commissioners. The following procedure will be followed:

1. The director will establish a timeframe for the Recommendation Committee and request that the Board of County Commissioners place the appointment on the agenda calendar.
2. The members of the Recommendation Committee will be notified of the vacancy and encouraged to submit names and resumes of individuals that are interested in serving on the Authority. The director will schedule interviews and forward copies of the resumes to all members.
3. On the date of the interviews, the committee members will participate in all interviews and rank the individuals.
4. The name of the top ranked individual will be forwarded to the Board of County Commissioners as the recommendation for the Authority.
5. The director will send all individuals involved in the process a follow up letter thanking them for participating in the selection process.

**Board of Governors
of the
Leon County Research and Development Authority**

**1. Appointment by President Wetherell
Mr. William Sweeney
Office of Vice President for Research**

**2. Appointment by President Bryant
Dr. Castell Bryant
President**

Appointments by the Leon County Board of Commissioners

**3. Commissioner Jane Sauls
Board of County Commissioners**

**4. Ms. Sylvia Jordan
Retired Business Owner**

**5. Mr. Mike Coburn
President, TallaTech**

**6. Mr. Ray Eaton
Vice President, E Group Systems**

**7. Mr. Tom Barron
President, Capital City Bank**

**8. Mr. Mark Mustian
Commissioner, City of Tallahassee**

**9. Dr. Bill Law
President, TCC**